

Office of Fraternity & Sorority Life Checklist for Any Third-Party Vendor Function

Return to the Office of Fraternity and Sorority Life five business days prior to the event

Your chapter will be in compliance with the risk management policies of McKendree University and IGC with a third party vendor for a chapter function when you can document the following checklist items and turn in the attached agreement form.

- Vendor is properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held. Attach copies of state and local licenses to form.
- Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. Attach a copy of the certificate of insurance.
- Vendor agrees in writing to cash sales only, collected by the vendor, during the function.
- All the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
 - Checking ID upon entry
 - It is highly suggested that a distinction be made between those that are over 21 and those that are under 21. Washable marks may not be used and wristbands are preferred Not serving minors
 - Not serving individuals who appear to be intoxicated
 - Maintaining absolute control of ALL alcoholic containers present.
 - Collecting all remaining alcohol at the end of the function (no excess alcohol – opened or unopened is to be given, sold or furnished to the chapter)

Guest List Procedure for Third Party Vendor Functions

- The total attendance at an event must not exceed two times the chapter size present at the event. For example, a chapter that has 40 members attending an event may invite 40 guests for a total of 80 people in attendance.
 - Fire code for the selected facility must always be observed.
 - Exception – Fundraising events that take place in a rented indoor facility. For these events, alumni or (inter)national leadership can be included in the chapter's number. For example, a chapter that has 40 members, 10 alumni, and 2 national board members attending an event may invite 52 guests for a total of 104 people in attendance.
- The list will include all active members attending and their guest and needs to indicate who is of the age of 21 and older, and who is under the legal drinking age of 21. The list **must** be turned into the Office of Fraternity and Sorority Life 24 hours prior to the event taking place. If the chapter fails to turn in the guest list and all necessary documentation, the event **cannot** take place. If the event does take place while failing to provide proper documentation, this would be a violation of the Risk Management policy, and disciplinary action will be taken.
- Those who sign on the other side of this agreement have read and understood all McKendree University policies pertaining to this registered events.

Office of Fraternity & Sorority Life 3rd Party Vendor Agreement Form

This form must be signed and dated by the chapter president, the chapter advisor, and the vendor. In doing so, all parties understand that only through compliance with these stipulations and the risk management policy will the chapter be in compliance with IGC requirements.

Chapter President / Risk Manager Signature Printed Name Date

Chapter Advisor Printed Name Date

Vendor Printed Name Date

Print Vendor/Location Name: _____

Address: _____

Phone: _____

Place of Business: _____

Type/Name of Event (exchange, date party, formal, etc.): _____

Date of Event: _____

Start Time: _____

End Time: _____

Chapter: _____

Number of chapter members to be in attendance: _____

Number of "other" invited guests (parents, alumni, etc): _____

A list name of at least three individuals serving as sober monitors for this event.

Printed Name	Signature	Cell Phone Number

List the non-salty food items available at no charge to your guests:

List the alternative beverages available at no charge to your guests:
